STATION PROCEDURE FILE

WYBC-THE YALE BROADCASTING COMPANY

PROGRAM DEPARTMENT

23 SEPTEMBER 1947

TO: ALL SUPERVISORS
STARDUSTERS
YAWN CLUBBERS
ANNOUNCERS
MONITORS

IT IS REQUESTED THAT THE FOLLOWING PROCEDURES BE STUDIED AND FOLLOWED CLOSELY:

1) SIGN ON AND SIGN OFF:::THE NATIONAL ANTHEM WILL BE PLAYED AT EACH SIGN ON AND SIGN OFF AND THE CORRECT CONTINUITY READ FROM THE BOOK BOTH IN THE MORNING BEFORE AND AFTER YAWN CLUB, AND DURING THE EVENING SHIFT. LACK OF TIME IS NO EXCUSE FOR OMMISSION. ALLOW ENOUGH TIME FOR IT.

2) THEMES:::THEMES WILL BE USED WHERE SCHEDULED (FOR PROGRAMS) AND WILL COME BEFORE AND AFTER EACH PROGRAM. IN OTHER WORDS "STARDUST" MUST COME AT 12:28 AM ALSO. SAME APPLIES TO YAWN CLUB THEME AND FOR ALL OTHER PROGRAMS AT THEIR RESPECTIVE TIMES.

3) STATION BREAKS: THE FOLLOWING WILL BE STRICTLY ADHERED TO BY ALL CONCERNED:
THE MONITOR IS RESPONSIBLE FOR THE PROPER TIMING OF PROGRAMS TO HAVE STATION BREAK OCCUR AT THE RIGHT TIME.
ANNOUNCER ON PROGRAM IN PROGRESS WILL ALWAYS END SHOW WITH "THIS IS THE YALE BROADCASTING COMPANY." NEW ANNOUNCER COMING ON FOR NEXT SHOW WILL GIVE ONE OF THE FOLLOWING (BUT NO DEVIATION FROM THE FOLLOWING):

A) YOUR DIAL IS SET AT 640: WYBC
B) WYBC, 640 ON YOUR RADIO DIAL
C) THIS IS THE VOICE OF THE YALE CAMPUS, WYBC.
D) YOU ARE TUNED TO 640, WYBC.

TIME SIGNALS (GRUEN) MAY START 15 SECONDS BEFORE THE HOUR BUT NO SOONER. ALL PROGRAMS WILL START PROMPTLY ON THE MINUTE EXCEPT ON THE HOUR SHOWS WHICH WILL START AT 15 SECONDS AFTER THE HOUR TO ALLOW FOR GRUEN COMMERCIAL TO BE COMPLETED.

4) ANNOUNCERS: VARYING OF VOICES: ON SUCH RECORD PROGRAMS AS IT'S ALL YOURS WHERE THERE ARE COMMERCIALS, IF PRACTICABLE ONE ANNOUNCER WILL BE EMPLOYED FOR ANNOUNCING RECORDS AND ONE FOR COMMERCIALS. THEY WILL STICK TO WHAT THEY ARE DOING; IN OTHER WORDS DON'T CHANGE AROUND. NO MEMBERS WILL BE PERMITTED TO DROP IN STUDIO TO ANNOUNCE ONE OR TWO RECORDS. IF THEY WANT THEIR BIG FAT VOICE ON THE AIR THEY MUST TAKE AT LEAST ONE FULL PROGRAM.
THERE WILL BE A CHANGE OF VOICE AFTER EACH PROGRAM COMMENCING WITH THE CALL LETTERS (IE: STATION BREAK WHICH FOLLOWS PRECEDING ANNOUNCER CUE TO YOU OF "THIS IS THE YALE BROADCASTING COMPANY."

5) STUDIO PROCEDURE: KEEP HANDS OFF THE MIKE AT ALL TIMES WHEN IT IS ON AIR. DO NOT UNDER ANY CIRCUMSTANCES MOVE IT FROM ONE PERSON TO ANOTHER WHILE IT IS LIVE. STUDIO "A" IS NOT A MEETING ROOM WHILE IT IS IN USE ON THE AIR. LIKEWISE FOR THE CONTROL ROOM. SUPERVISORS MUST KEEP PERSONNEL IN THESE ROOM TO A MINIMUM.

6) SPOT ANNOUNCEMENTS (COMMERCIALS AND PLUGS) WILL FOLLOW "THIS IS THE YALE BROADCASTING COMPANY" BUT MUST PRECEDE NEW ANCR. AND BREAK.